



AWHS ATTENDANCE

ATTENDANCE OFFICE

Email: mmachado@tamdistrict.org

Phone: (415) 458-3418

Hours: 7:30 AM - 4:00 PM

ATTENDANCE PROCEDURES

All absences should be reported by email, phone or written note. Absences must be reported within **72 hours** or students may be marked unexcused.

TO REPORT A FULL DAY ABSENCE

Email mmachado@tamdistrict.org or call (415) 458-3418 to report the absence.

If calling please speak slowly and give the following information:

- Name of student, spelling the last name
- Person calling and relationship to student
- Date of absence (specify all day or time students will arrive)
- Reason for absence
- Phone number where you can be reached

If your student will be arriving to school late:

- Advise your student to go directly to the class they should be attending upon arrival.
- Students **DO NOT** need to check in with the Attendance Office upon arrival.
- Please be sure a parent emails or calls to provide the details of any late arrival that day.

REQUEST LEAVE CAMPUS EARLY

Students who need to leave during the school day must have an *Off Campus Pass*, otherwise the absence will be considered unexcused.

To request an Off Campus Pass to leave school early, email the attendance office at mmachado@tamdistrict.org or call (415) 458-3418 as early in the school day as possible.

Please provide the following information:

- Name of student and spelling of the last name (if calling)
- Reason (doctor, dentist, etc.)
- Person emailing/calling and relationship to student
- Date and time student needs to leave.
- Advise if they will return, and what time that same day .
- How the student will leave school and/or who will pick up the student
- Your phone number

Please allow two (2) hours' notice when emailing/calling for a same day off campus pass. If less than 2 hours, call (415)458-3400 to speak to the Main Office front desk.

If you come into the Attendance Office needing your student right away, please understand that it may take some time, especially if your student is in PE, it is an unusual schedule or we are short staffed with TA's. Thank you for your understanding.

ATTENDANCE INFORMATION

CALIFORNIA ED CODE EXCUSED ABSENCES

- Injury or Illness
- Medical or Dental appointment
- Attending a funeral service
- Jury duty
- Attending a cultural ceremony or event
- Authorized at the discretion of a school administrator

Any full or partial day absence not listed above is considered unexcused unless approved by an administrator with a fully completed **WARRANTED ABSENCE** form.

Link: [WARRANTED ABSENCE FORM](#)

DISPUTED ATTENDANCE

Please remember that teachers mark students TARDY and ABSENT, not the Attendance office. If at any time a student feels they were marked tardy or absent by mistake, they should contact

that teacher, who can correct the error within 24 hours. If it is beyond 24 hours, the teacher can advise the attendance office and the error can be corrected. **DO NOT** contact the attendance office about incorrect attendance before contacting the teacher directly.

ATTENDANCE AND GRADES

Individual teachers **do** have the ability to adjust grades based on poor attendance or excessive tardiness. This is Ed Code approved and at the discretion of each individual teacher, it is not mandatory, and does not involve the Attendance office. Frequent absences and tardies will cause students to miss instruction and as a result are likely to fall behind and inevitably do poorly in that class.

Any issues or questions with attendance and related grades should be discussed with each teacher directly and/or the students counselor.

ONLINE INFORMATION

Parents can access student information at the links listed below.

- AWHs website - <https://www.tamdistrict.org/archiewilliams>
- Parent VUE - https://ca-tamal-psv.edupoint.com/PXP2_Login.aspx
- Parent square - <https://www.parentsquare.com/schools/3431/feeds>